

LANCASTER COUNTY

COMMISSIONERS' AWARD OF EXCELLENCE

I. Commissioners' Award of Excellence

The County Commissioners' Award of Excellence recognizes employees who consistently provide outstanding service and work that demonstrates exemplary personal commitment to Lancaster County.

Eligibility:

All employees are eligible except Department Heads, elected officials and appointed deputies. Individuals or teams of employees are eligible for monthly or annual awards. Entire Departments, Divisions or Sections are not eligible as a team.

Nomination Procedure:

Employees or teams may be nominated by supervisors, contemporaries, subordinates, and the general public.

Nominations shall be submitted by completing the County Commissioners' Award of Excellence Form. Nomination forms will be available from department heads, the County Personnel Office, the Personnel Department website, or employee bulletin boards.

Team nominations should be specific as to each member's involvement.

Additional supporting documentation such as correspondence relating to the employee's or team's performance by other County employees may be attached.

All completed nomination forms need to be returned to the County Personnel Office by the first (1st) day of the month. A personnel department staff person will request review and comment from the department head.

Nomination Criteria:

Employees or teams may be nominated for the award based on any of the following criteria:

Safety:	Practices safety on the job and promotes and encourages others to do the same.
Productivity:	Always gives the best of oneself and encourages and promotes co-workers to perform their best.
Loss Prevention:	Demonstrates wise use of County resources and makes recommendations that result in substantial savings to the County outside the normal course of expected job functions.

Customer Relations:	Represents the County with a positive attitude, takes pride in one's work, and encourages co-workers to do the same.
Valor:	Performs an act of bravery above and beyond the call of duty.

Award Selection Process:

All validated nominations will be reviewed by the Commissioners' Award of Excellence Committee members when four (4) or more members are present. The committee may select no more than one (1) individual or team based on the selection criteria per month. Nominees will be eligible for four (4) months. Employees or teams will not be able to receive the monthly award more than once in any consecutive twelve (12) months. If a member of a new team has been previously selected for a monthly award, this will not nullify this team's eligibility to win an award. However, a previous winner cannot receive the monetary award and day off, but still can be recognized.

The County Commissioners' Monthly Award of Excellence may be presented every month and the County Commissioners' Annual Award of Excellence will be presented once every calendar year. An employee or team does not have to receive the Monthly Award to be eligible for the County Commissioners' Annual Award of Excellence.

Award Recognition:

All individuals/teams nominated will receive a letter and certificate. All monthly winners and team winners (three or less members) will be presented with a one hundred dollar (\$100) U.S. Savings Bond (cost fifty dollars (\$50)), one day off with pay and a plaque not to exceed a cost of fifty dollars (\$50). In the event team winners have greater than three members, there will be no monetary award; however, the team members will each receive one day off with pay and a plaque not to exceed a cost of fifty dollars (\$50).

The County Commissioners' Annual Award of Excellence Recipient will receive a five hundred dollar (\$500) U.S. Savings Bond (cost of two hundred fifty dollars (\$250)), two (2) days off with pay and a plaque not to exceed a cost of one hundred dollars (\$100). All awards will be presented before the County Commissioners. When the annual award recipient is a team (three or less members), the \$500 savings bond will be divided equally among members. When it is impossible to divide the bond equally due to the purchase incremental issue price, the division will be made as close to the \$250 purchase price as possible, without going over. In the event the team winners have greater than three members, there will be no monetary award. Each team member will receive two days off with pay and a plaque not to exceed a cost of one hundred dollars (\$100).

The County Commissioners' Annual Award of Excellence committee may recommend Annual Honorable Mention Recipients who would receive a plaque not to exceed a cost of fifty dollars (\$50).

All monetary awards will be considered compensation and subject to normal withholding and all applicable IRS regulations.

County Commissioners' Award of Excellence Committee:

The committee is made up of two (2) representatives from each County Union identified and appointed by the Unions. The Committee is also composed of two Employee Advisory Team (EAT) representatives recommended by EAT and appointed by the County Board, and one (1) County Board representative appointed by the County Commissioners. All representatives will be appointed by January 31st of each year and serve a term of two (2) years. If a committee member is unable to complete their term, another individual will be appointed to finish the term. Three consecutive non-excused absences or four total absences in a calendar year may result in termination from the Committee and notification to the respective bargaining unit and the Chair of the County Board. All committee meetings will be held on county time.

Administration:

- a. The Personnel Department will assign an individual to coordinate the County Commissioners' Award of Excellence Program and facilitate monthly meetings and related award presentation activities. This individual will have no voting rights in the selection of award recipients.
- b. The County reserves the right to rescind this policy at any time.
- c. This program should not be interpreted as a negotiable item.
- d. The costs incurred to purchase U. S. Savings Bonds will be paid by the County Board.
- e. The costs incurred to fund day(s) off with pay will be charged to the employee's departmental budget.
- f. The costs incurred to purchase plaques and awards will be charged to the Personnel Department. Any other costs incurred for recognition activities will be the responsibility of the employee's department.

II. Commissioners' Award of Excellence – Leadership Award

Eligibility:

Employees serving as Department Heads, elected officials and appointed deputies.

Nomination and Selection Procedure:

Nominations will be submitted in writing addressed to the County Board of Commissioners. Awards will be granted at the sole discretion of the County Board on an irregular basis. This award honors the eligible employee's superior or exceptional job performance.

Award Recognition:

The Commissioner's Award of Excellence - Leadership Award Recipient will be eligible to receive an award consistent with County Rules 17.9 and 17.14.

Awards will be presented at a regular meeting of the Lancaster County Board of Commissioners.

All monetary awards will be considered compensation and subject to normal withholding and all applicable IRS regulations.

Administration:

All costs incurred to administer this program will be charged to the County Board of Commissioners with the exception of salary, which will be the responsibility of the eligible employee's department.

[signature]
Ray Stevens, Jr.
Lancaster County Board Chair

8/31/2004
Date